
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

February 2, 2012

ACCOUNTANT IV—(Morgan County—Eastern KY Correctional Complex)—Grade 11—
(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have four
years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business
administration, business education, office administration or a related field will substitute for the
required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical
experience will substitute for the required education on a year-for-year basis.

**ADMINISTRATIVE SECRETARY—(Shelby Co. —KY Correctional Institution for
Women)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** High school
graduate. Must have four years of office support experience. Additional education will substitute
for the required experience on a year-for-year basis. Office support experience will substitute
for the required education on a year-for-year basis.

**ADMINISTRATIVE SPECIALIST II—(Jefferson County—Div. of Probation and
Parole)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** Graduate of a
college or university with a bachelor's degree. Must have one year of professional,
administrative or business experience. Additional education will substitute for the required
experience on a year-for-year basis. Additional administrative, business, research and/or
clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Pulaski County—Div. of Probation and Parole)—
Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or
university with a bachelor's degree. Must have 1 year of professional, administrative or
business experience. Additional education will substitute for the required experience on a
year-for-year basis. Additional administrative, business, research and/or clerical experience will
substitute for the required education on a year-for-year basis.

**CORRECTIONS EDUCATION SPECIALIST I—(Oldham County- Luther Luckett
Correctional Complex) Grade 12-\$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate
of a college or university with a bachelor's degree in education (academic or vocational) An
associate degree with 3 years of trade-related experience will substitute for the bachelor's
degree.

**CORRECTIONS PROGRAM ADMINISTRATOR—(Oldham Co. —Roederer Correctional
Complex)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS:** Graduate of a
college or university with a bachelor's degree. Must have 4 years of professional experience in
corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or
vocational education, health services or education, dietary or food management, construction
project management, social work dealing with the rehabilitation of the offender or related field.
A master's degree will substitute for 1 year of the required experience.

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(continued)**

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NETWORK ANALYST I—(Franklin County—Central Office/ I.T.)—Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree, OR, graduate of a college or university with an associate's degree in electrical engineering. Related technical or vocational training will sub. for the bachelor's degree requirement on a year-for-year basis. Experience in computer programming, systems analysis, systems support, network technician services or production support will substitute for the bachelor's degree requirement on a year-for-year basis.

OFFICE COORDINATOR—(Jefferson County—Div. of Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of business or administrative experience. Additional administrative, business or clerical experience will substitute for the required education on a year-for-year basis.

OFFICE COORDINATOR—(Pulaski County—Div. of Probation & Parole)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of business or administrative experience. Additional administrative, business or clerical experience will substitute for the required education on a year-for-year basis.

PLANNING AND RESEARCH ADVISOR—(Franklin County—Central Office/Support Services)—Grade 13 (\$2670.20-\$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years of experience in economics, journalism, public administration, business administration, planning, environmental protection and/or regulation, law, sociological or statistical research and analysis, impact research and analysis or a related field. A master's degree in any of the above areas will substitute for two years of the required experience. Experience in research, analysis of data, planning or a related field will substitute for the required college on a year-for-year basis.

PLUMBER LICENSED SUPERVISOR—(Boyle County—Northpoint Training Center)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

PROPERTY OFFICER II—(Oldham County—Roederer Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of experience in the inventory, control, sales or disposal, or acquisition of property or a related field. Additional experience in the above or related fields will substitute for the education on a year-for-year basis.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.